



## Calculating Roster Verification “Your % Instruction” When Multiple Teachers are Claiming Instructional Responsibility for a Student

### Sample Scenarios

#### Overview

The scenarios in this document are meant to be a guide for teachers in completing the “Your % Instruction” column in the Roster Verification process. Districts may use these scenarios as guides or use different formulas or rules to meet their specific district needs. Districts should be consistent in their approach across schools and teachers.

Remember that Roster Verification is for those teachers who are the teacher of record, who co-teach, or who have direct responsibility for instruction in classes/courses where EOGs, EOCs, CTE exams, or Common Exams are being administered.

The Sample Scenarios in this document include team teaching situations, co-teaching, and/or pull-out instructional models when more than one teacher is claiming instructional responsibility for a student in a subject where an EOG, EOC, CTE exam, or Common Exam is given. This might involve regular classroom teachers and other teachers providing instruction such as EC, ESL, AIG, Math and Reading specialists. (Please note: Roster Verification does not impact next year’s scheduled teacher evaluation pilots for those teachers who are not teachers of record and/or teaching students in courses/classes where there is no EOG, EOC, CTE exam or Common Exam.)

In determining the “Your % Instruction” field for each student in roster verification, a basic computation of **minutes responsible for instruction/minutes of total instruction possible** is used to determine the value in the field.

**To determine ‘minutes of total instruction possible’:** Add up all minutes that the student is provided instruction in the subject by all of his/her teachers (in co-teaching situations, the minutes are only counted once).

**To determine ‘minutes responsible for instruction’:** Add up the minutes that an individual teacher is responsible for instruction.

Below are scenarios to provide guidance in applying this formula when more than one teacher is claiming instructional responsibility in situations where team teaching, co-teaching, and pull out classes are implemented.

## Team Teaching

**Scenario 1(Classroom teachers departmentalizing for instruction):** Two elementary school teachers team teach. One teacher teaches all students on the team reading/language arts; the other teacher teaches all students math.

*The roster verification lists are by homeroom so each teacher's roster only shows their homeroom students. Both teachers would add to their list the students from the other teacher's homeroom. The teacher teaching reading would claim 100% in the "Your % Instruction" column and the teacher teaching math would claim 100% in the "Your % Instruction" column. The teachers would not complete a roster for the subject they do not teach.*

**Scenario 2 (Classroom teachers regrouping and teaching all students on a grade level):** Three 6<sup>th</sup> grade math teachers team teach. They share students throughout the year grouping and regrouping for instruction based on pre-testing at the beginning of units.

*Each math teacher would list all of the 6<sup>th</sup> grade students on his/her roster and claim 33% of the responsibility for each student's math instruction.*

## Co-teaching

**Scenario 1(Co-teaching with a Classroom and EC teacher):** An elementary teacher teaches a literacy block that is 150 minutes per day, 5 days a week. Therefore, the student receives 750 minutes per week of reading instruction. An EC teacher shares this responsibility with the classroom teacher in a co-teaching model for 3 days of the week for the entire period.

### Calculation for this scenario:

**Add up the total amount of minutes that reading instruction is provided to the student(s) receiving exceptional education services.** (You will want to use a week since all days of the week are not the same).

*The teacher teaches 150 minutes of reading x 5 days per week = 750 minutes per week of reading instruction.*

**Determine how much time the Classroom teacher and the EC teacher share instructional responsibility for the exceptional education student(s) in a co-teaching situation.**

*The EC teacher is in the classroom for the entire 150-minute literacy block 3 days a week. For those three days of instruction the two teachers would each claim responsibility for 50% of the instruction for that student. (150 minutes x 3 days = 450 minutes; 450 x 50% responsibility= 225 minutes for each of the two teachers).*

**Determine how much time each teacher teaches the exceptional education student(s) outside of the co-teaching time.**

*Two days of the week the classroom teacher and EC teacher are not co-teaching. (150 minutes x 2 days = 300 minutes of instruction provided by classroom teacher outside of the co-teaching to the exceptional education student(s)).*

*The EC teacher does not provide instruction outside of the 3 days of co-teaching to the exceptional education student(s).*

**Calculate:**

➤ **Classroom teacher**

**225 minutes for the three days with co-teaching**  
**+300 minutes for the two days with no co-teaching**  
**525 minutes of the 750 minutes of reading instruction**

- Divide the number of minutes the teacher is responsible for instruction by the total number of minutes of reading instruction possible

**525/750 = 70%for the classroom teacher (30% for the EC teacher)**

The classroom teacher would enter 70% in the “Your % Instruction” for the student(s) receiving exceptional education services.

➤ **EC teacher**

**225 minutes for the three days with co-teaching**  
**+ 0 minutes beyond the co-teaching time**  
**225 minutes of the 750 minutes of reading instruction**

- Divide the number of minutes the EC teacher is responsible for instruction by the total number of minutes of reading instruction possible

**225/750 = 30%for the EC teacher (70% for the Classroom teacher)**

The EC teacher would enter 30% in the “Your % Instruction” for the student(s) on his/her caseload.

**Scenario 2 (Co-teaching with a Classroom and EC teacher plus additional pull out EC instruction):**

A middle school teacher teaches an ELA class that is 70 minutes per day, 5 days a week. Therefore, the student receives 350 minutes per week of ELA instruction during the ELA class. An EC teacher shares this responsibility with the classroom teacher in a co-teaching model 3 days per week and also provides an additional 30 minutes of instruction daily at a different time of the day.

**Calculation for this scenario:**

**Add up the total amount of minutes that ELA instruction is provided to the student(s) receiving exceptional education services.** (You will want to use a week since all days of the week are not the same).

*70 minutes x 5 = 350 minutes of ELA instruction in the classroom*

*30 minutes x 5 = 150 minutes of ELA instruction with the EC teacher*

*Total ELA per week = **500** minutes*

**Determine how much time the Classroom teacher and the EC teacher provide instruction during the ELA period in a co-teaching situation.**

*The EC teacher is in the ELA classroom for the entire 70 minute period 3 days a week. For those three days of instruction the two teachers each claim responsibility for 50% of the instruction for that student. (70 minutes x 3 days = 210 minutes; 210 x 50% = **105** minutes for each of the two teachers.*

**Determine how much time each teacher teaches the student(s) receiving exceptional education services outside of the co-teaching time.**

*Two days of the week the classroom teacher teaches without the EC teacher (no co-teaching). (70 minutes x 2 days = **140** minutes of instruction by the classroom teacher outside of co-teaching)*

*The EC teacher provides 30 minutes a day of instruction outside of the co-teaching time (30 minutes x 5 days = **150** minutes).*

**Calculate:**

➤ **Classroom teacher**

**105 minutes for the three days with co-teaching**

**+140 minutes for the two days with no co-teaching**

**245 minutes of the 500 minutes of ELA instruction**

- Divide the number of minutes the teacher is responsible for instruction by the total number of minutes of reading instruction possible

**245/500 = 49% for the classroom teacher (51% for the EC teacher)**

The classroom teacher would enter 49% in the “Your % Instruction” for the student(s) receiving exceptional education services.

➤ **EC teacher**

**105 minutes for the three days with co-teaching**

**+150 minutes for the additional 30 minutes of daily instruction**

**255 minutes of the 500 minutes of reading instruction**

- Divide the number of minutes the EC teacher is responsible for instruction by the total number of minutes of reading instruction possible

**255/500 = 51% for the EC teacher (49% for the classroom teacher)**

The EC teacher would enter 51% in the “Your % Instruction” for the student(s) on his/her EC caseload/roster.

***Scenario 3 (Co-teaching with a Classroom and ESL teacher plus ESL pull out***

***during the same class):*** A high school English teacher teaches a 90-minute English II class, 5 days a week. He co-teaches with an ESL teacher each day. Two days of the week, the student leaves the class for 40 minutes to work with the ESL teacher in a small group.

**Calculation for this scenario:**

**Add up the total amount of minutes that English II instruction is provided to the child.** (You will want to use a week since all days of the week are not the same).

*90 minutes of English II instruction 5 days a week = **450** minutes of English II instruction per week*

**Determine how much time the Classroom teacher and the ESL teacher provide instruction during the English II period in a co-teaching situation.**

*The classroom teacher and the ESL teacher co-teach English II for the entire 90 minute period 3 days a week. For those three days of instruction the two teachers each claim responsibility for 50% of the instruction for that student. (90 minutes x 3 days = 270 minutes; 270 x 50% = **135** minutes for each of the two teachers).*

*Two days a week the two teachers co-teach for 50 minutes (50 minutes x 2 days = 100 minutes; 100 x 50% = **50** minutes for each of the two teachers).*

**Determine how much time each teacher teaches the student outside of the co-teaching time.**

*The English II teacher does not provide instruction to the student outside of the co-teaching time.*

*The ESL teacher provides **40** minutes 2 days a week outside of the co-teaching time.*

Calculate:

➤ **Classroom teacher**

**135 min of instruction with co-teaching (50% of the 3 days per week for 90 min)**

**50 min of instruction with co-teaching (50% of the 2 days per week for 50 min)**

**+ 0 minutes of instruction not involving co-teaching**

**185 minutes of the 450 minutes of English II instruction**

- Divide the number of minutes the classroom teacher is responsible for instruction by the total number of minutes of English II instruction possible

**$185/450 = 41\%$  for the English II teacher (59% for the ESL teacher)**

The English II teacher would enter 41% in the “Your % Instruction” for the student(s) receiving ESL services.

➤ **ESL teacher**

**135 minutes of instruction with co-teaching (3 days per week)**

**50 minutes of instruction with co-teaching (2 days per week)**

**+ 80 minutes of instruction not involving co-teaching (40 min 2 days per week)**

**265 minutes of the 450 minutes of English II instruction**

- Divide the number of minutes the ESL teacher is responsible for instruction by the total number of minutes of English II instruction possible

**$265/450 = 59\%$  for the ESL teacher (41% for the Classroom teacher)**

The ESL teacher would enter 59% in the “Your % Instruction” for the student(s) on his/her ESL caseload/roster.

## **Instruction in Addition to Regular Classroom Instruction (pull-out)**

***Scenario 1(Classroom teacher provides math instruction with additional pull out math instruction from AIG teacher):*** An elementary school teacher teaches a 50-minute math class. In addition to the math class taught by the classroom teacher, the student receives 40 minutes of math instruction from the AIG teacher 3 days a week.

### **Calculation for this scenario:**

**Add up the total amount of minutes that math instruction is provided to the child.** (You will want to use a week since all days of the week are not the same).

*The math class is 50 minutes per day. The AIG teacher provides an additional 40 minutes 3 days per week (50 minutes x 5 = 250; 40 x 3 = 120) for a total of **370** minutes per week of math instruction.*

**Determine how much time each teacher teaches the student.**

*The classroom teacher has full responsibility for the instruction during the math class 5 days a week for 50 minutes or **250 minutes** a week.*

*The AIG teacher teaches the student for 40 minutes, 3 days per week for **120 minutes** per week.*

**Calculate:**

➤ **Classroom teacher**

**250 minutes for the math instruction during class period**

**+ 0 minutes of instruction in addition to the class period**

**250 minutes of the 370 minutes of Math instruction**

Divide the number of minutes the classroom teacher is responsible for instruction by the total number of minutes of math instruction possible

**250/370 = 68% for the classroom teacher (32% for the AIG teacher)**

The classroom teacher would enter 68% in the “Your % Instruction” for the student(s) receiving AIG services.

➤ **AIG teacher**

**120 minutes of the math instruction during pull out session**

**+ 0 minutes of math instruction provided in another setting**

**120 minutes of the 370 minutes of Math instruction**

- Divide the number of minutes the AIG teacher is responsible for instruction by the total number of minutes of math instruction possible

**120/370 = 32% for the AIG teacher (68% for the Math teacher)**

The AIG teacher would enter 32% in the “Your % Instruction” for the student(s) on his/her AIG caseload/roster.

***Scenario 2 (Classroom teacher provides reading instruction with additional pull out reading instruction from reading specialist) :*** In addition to the 90 minute literacy block in a third grade classroom, a reading specialist pulls a student for 35 minutes of additional reading instruction daily.

**Calculation for this scenario:**

**Add up the total amount of minutes that reading instruction is provided to the child.** (You may use a daily computation since all days of the week are the same).

*The reading class is 90 minutes per day. The reading teacher provides an additional 35 minutes per day (90 minutes + 35 minutes) for a total of **125 minutes** per day of reading instruction.*

**Determine how much time each teacher teaches the student.**

*The classroom teacher has full responsibility for the instruction during the **90** minute reading class.*

*The reading teacher teaches the student for **35** minutes daily.*

**Calculate:**

➤ **Classroom teacher**

**90 minutes for the reading instruction period**

**+ 0 minutes of instruction in addition to the class period**

**90 minutes of the 125 minutes of reading instruction**

- Divide the number of minutes the classroom teacher is responsible for instruction by the total number of minutes of reading instruction possible

**90/125 = 72% for the classroom teacher (28% for the reading teacher)**

The classroom teacher would enter 72% in the “Your % Instruction” for the student(s) receiving reading services.

➤ **Reading teacher**

**35 minutes of the reading instruction during pull out session**

**+ 0 minutes of reading instruction provided in another setting**

**35 minutes of the 125 minutes of Reading instruction**

- Divide the number of minutes the reading teacher is responsible for instruction by the total number of minutes of reading instruction possible

**35/125 = 28% for the reading teacher (72% for the classroom teacher)**

The reading teacher would enter 28% in the “Your % Instruction” for the student(s) on his/her reading caseload/roster.